

**Position: Tax Assistant/Trainee    Location: Beaconsfield****About us:**

Harwood Hutton is a growing firm with now almost 70 employees, and we have expanded significantly since we were formed back in 1957. Our size of firm means you get to know everyone and feel part of the Harwood Hutton family, and we are of a size where growth is supported and progression is encouraged, if this is a path you wish to follow.

**The role:**

We are looking for someone to gain experience and training in a wide variety of tax disciplines in order to display increasing skills in the working environment and achieve ATT qualifications. As a member of our tax team, and reporting to the Tax Manager, the successful candidate will be required to ensure:

- Timely and cost effective completion of tasks assigned
- That they meet deadlines and budgets and communicate progress to seniors and manager.
- They are able gradually to train and supervise more junior team members
- Professional and friendly communication with clients
- That they progress to achieve professional qualification
- All the time complying with the firm's operating procedures as laid down in the quality manual and the practice administration manual in so far as they relate to the tax trainee role

Some personal characteristics include technical competence and experience appropriate to their level within team and technically up to date with relevant regulatory frameworks appropriate to level of experience/qualification.

Candidates will be professional, displaying integrity, good communication, analytical and logical skills. They will be organised and able to manage their own time and deadlines, good IT skills, able to cope with pressure, along with being flexible, adaptable, committed and able to work within a team.

Candidates will have A Levels or relevant NVQ qualifications, a University degree is optional. They will progress toward ATT qualifications, and further studying is desired.

**What we offer:**

- Competitive remuneration package based on experience.
- Full study support
- Pension
- 20 days annual leave + bank holidays
- Private Medical Insurance, travel insurance and AA breakdown cover
- Life assurance
- Employee Assistance Support Programme
- Our full-time working week is 37.5 hours, and should additional hours need to be worked, they are given back and can be taken through our 'Time Off In Lieu' system.
- Employee referral bonus and client referral bonus

**To apply for this position, send a copy of your CV along with a covering letter to Jo Phillips by email to [jophillips@harwoodhutton.co.uk](mailto:jophillips@harwoodhutton.co.uk)**